

UNIVERSAL DOCUMENTATION SYSTEM HANDBOOK



91-10764

A BRIEF INTRODUCTION TO THE UNIVERSAL DOCUMENTATION SYSTEM

**DOCUMENTATION GROUP
RANGE COMMANDERS COUNCIL**

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August 1991

A Brief Introduction to the Universal Documentation
System

Documentation Group
Range Commanders Council
White Sands Missile Range, NM 88002

RCC Document 501-90

Range Commanders Council
STEWS-SA-R
White Sands Missile Range, NM 88002

same as block 8

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The UDS endeavors to standardize the efforts of all agencies who seek support in conducting operations on the various ranges.

The illustrations in this introduction have been prepared to familiarize potential range users with the UDS which has been published as RCC documents in the 501-90 series. An overview of the system, including descriptions of the documentation levels, options with the system, and guidelines for the user have been included.

UDS, Universal Documentation System

20

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

NONE

DOCUMENT 501-90

**UNIVERSAL DOCUMENTATION
SYSTEM HANDBOOK**

**A BRIEF INTRODUCTION TO
THE UNIVERSAL DOCUMENTATION SYSTEM**

AUGUST 1991

***Prepared by
Documentation Group
Range Commanders Council***

***Published by

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Range Commanders Council
U.S. Army White Sands Missile Range
New Mexico 88002***

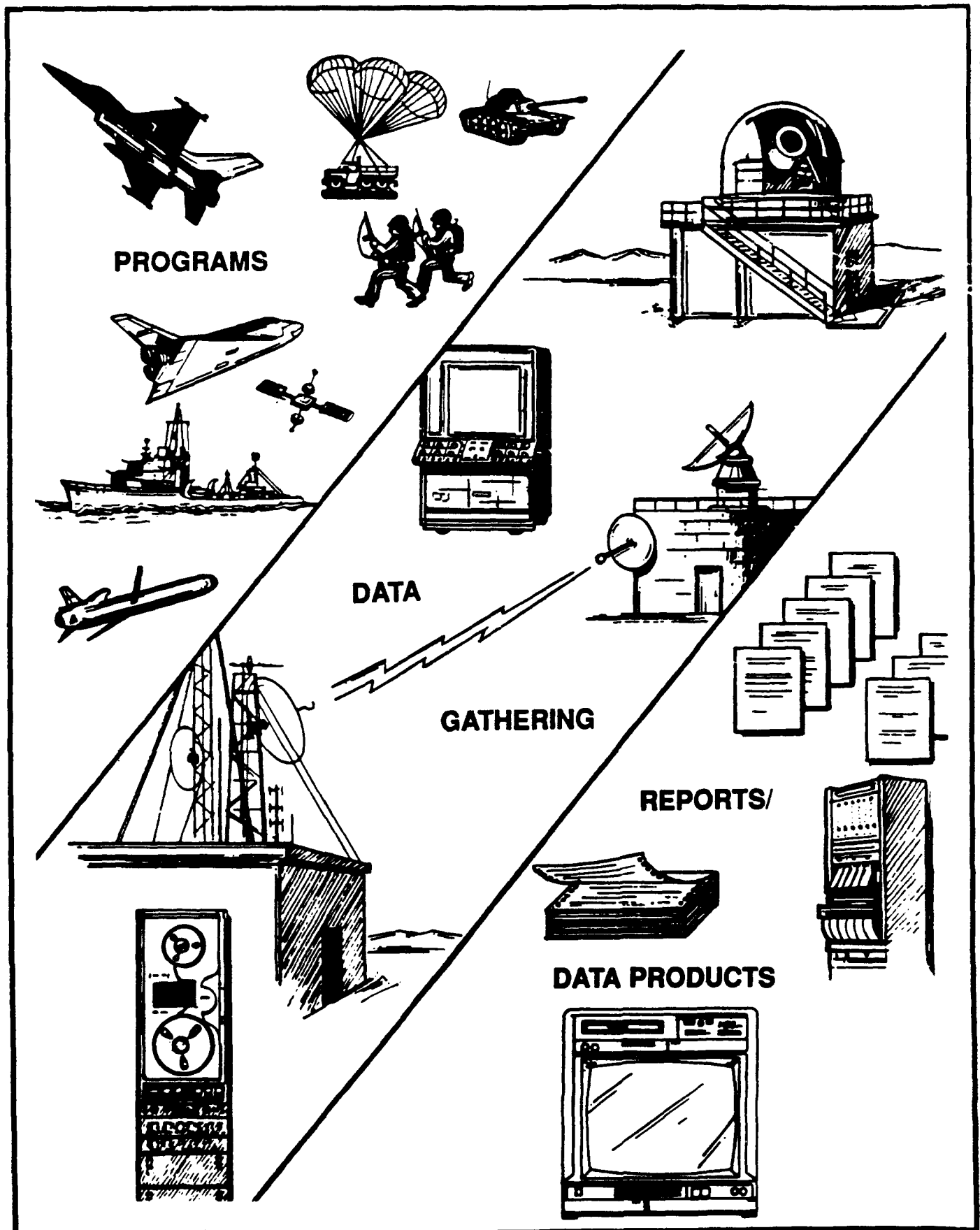
WELCOME TO THE UNIVERSAL DOCUMENTATION SYSTEM

The Range Commanders Conference (RCC) was founded in August 1951 upon the recommendation of the Commander, Naval Air Missile Test Center, Point Mugu, California, to the Commanding General, White Sands Proving Ground, New Mexico, and the Commander, Patrick Air Force Base, Florida. The name of the organization was changed to Range Commanders Council in October 1953. The RCC is comprised of the Range Commanders, an Executive Committee, the Technical Representatives, the Secretariat, and such standing and ad hoc groups as may be established by the RCC. Today, the RCC membership includes White Sands Missile Range, Pacific Missile Test Center, Eastern Space and Missile Center, Air Force Development Test Center, Air Force Flight Test Center, Kwajalein Missile Range, Naval Weapons Center, Western Space and Missile Center, Consolidated Space Test Center, Atlantic Fleet Weapons Training Facility, Tactical Fighter Weapons Center, Yuma Proving Ground, Electronic Proving Ground, Naval Air Test Center, Naval Underwater Systems Center, and Dugway Proving Ground. In addition, some 125 facilities and agencies like National Aeronautics and Space Administration, Defense Nuclear Agency, and Federal Aviation Administration participate as RCC associate members.

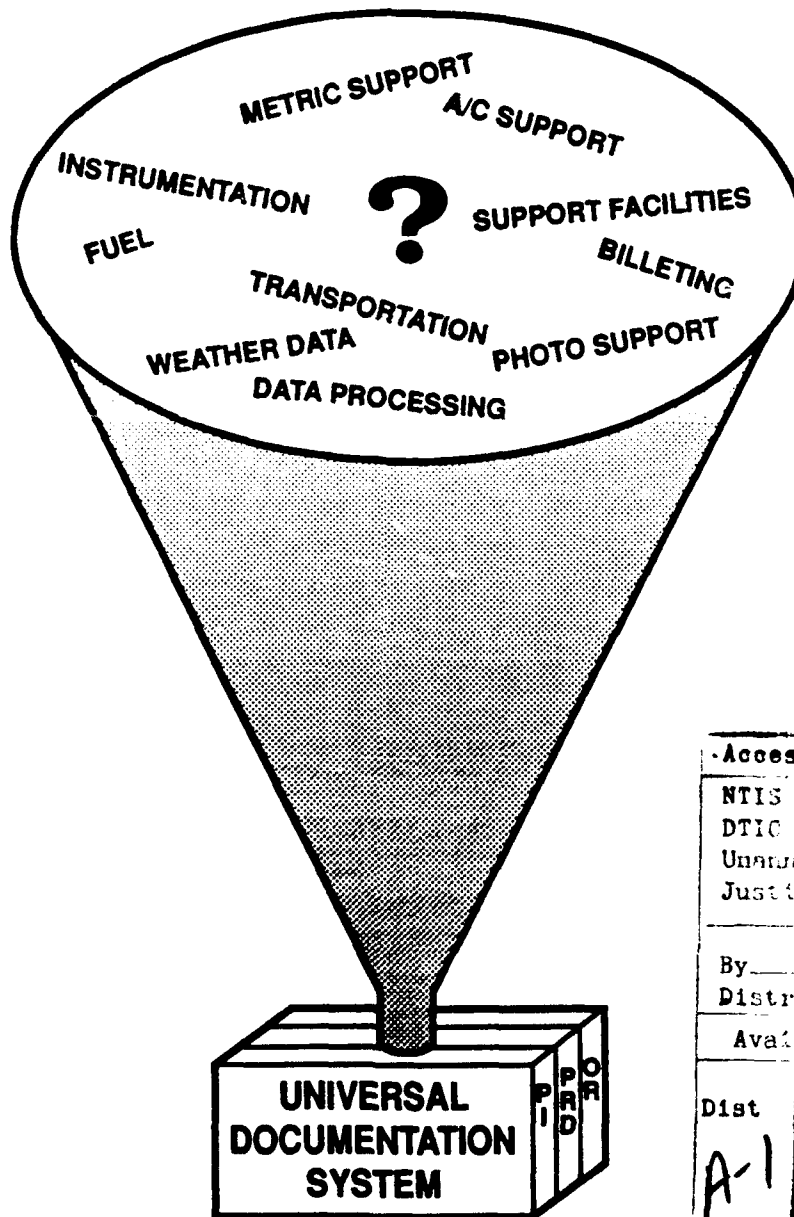
The RCC Documentation Group has developed a Universal Documentation System (UDS) to create better communications among interacting agencies. The UDS endeavors to standardize the efforts of all agencies who seek support in conducting operations on the various ranges.

The illustrations in this introduction have been prepared to familiarize potential range users with the UDS which has been published as RCC documents in the 501-90 series. An overview of the system including descriptions of the documentation levels, options with the system, and guidelines for the user have been included.

ALL PROGRAMS, MISSIONS, OR TASKS HAVE SUPPORT REQUIREMENTS



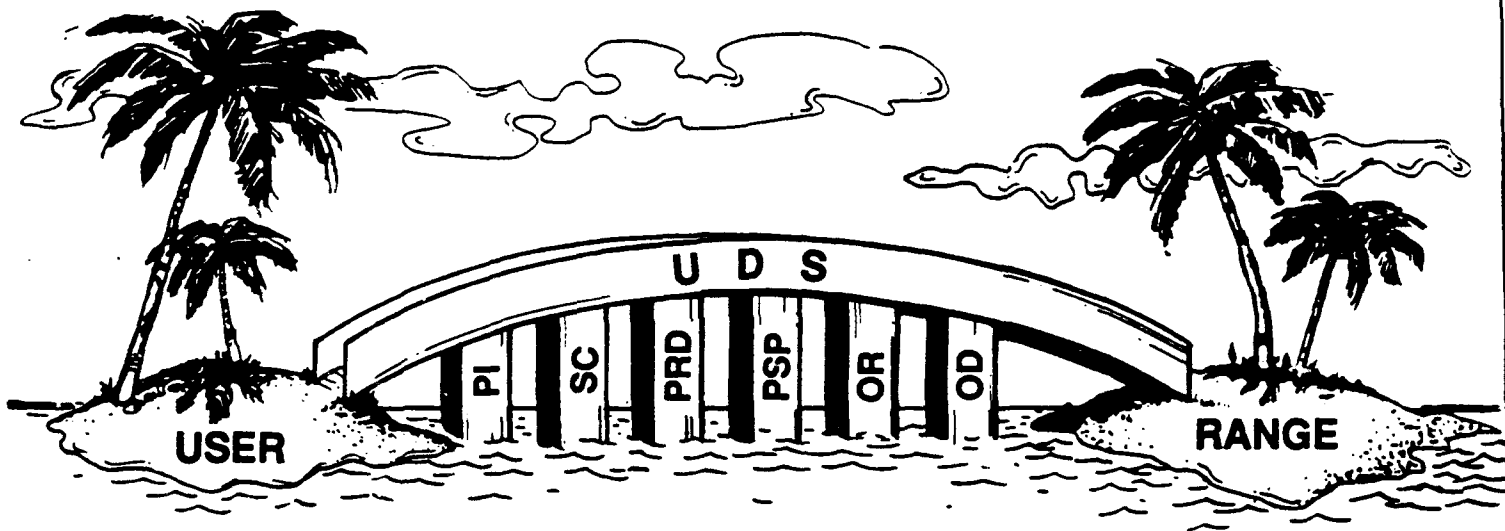
HOW TO DESCRIBE SUPPORT REQUIREMENTS TO THE RANGE?



Accession For	
NTIS GRA&I	<input checked="" type="checkbox"/>
DTIC TAB	<input type="checkbox"/>
Unannounced	<input type="checkbox"/>
Justification	
By	
Distribution/	
Availability Codes	
Dist	Avail and/or Special
A-1	

CONTACT THE RANGE FOR ASSISTANCE

REQUIREMENTS AND RESOURCE COMMITMENTS MUST BE DOCUMENTED



**THE UDS BRIDGES THE GAP BETWEEN USER REQUIREMENTS AND
RANGE COMMITMENTS BY USING A SYSTEMATIC, STANDARDIZED
FORMAT AND A COMMON LANGUAGE.**

USER

RANGE

LEVELS OF DOCUMENTATION

1

PROGRAM INTRODUCTION

THE PI IS THE INITIAL PLANNING DOCUMENT SUBMITTED BY A POTENTIAL USER TO THE SUPPORT RANGE IMMEDIATELY UPON IDENTIFICATION OF GENERAL PROGRAM REQUIREMENTS AND SCHEDULES.



STATEMENT OF CAPABILITY

THE SC IS THE RANGE'S RESPONSE TO THE PI AND PROVIDES THE USER WITH A PRELIMINARY COST ESTIMATE, ACCEPTANCE OF THE PROGRAM AND/OR PREREQUISITES FOR SUPPORT.

2

PROGRAM REQUIREMENTS DOCUMENT (PRD)

THE PRD, NORMALLY USED FOR COMPLEX OR LONG LEAD-TIME PROGRAMS, CONTAINS DETAILED PROGRAM SUPPORT REQUIREMENTS IDENTIFIED BY THE USER.



PROGRAM SUPPORT PLAN

THE PSP IS THE RANGE'S RESPONSE TO THE PRD AND CONTAINS INFORMATION RELATING TO SUPPORT COMMITMENTS, INCLUDING ANY ALTERNATIVES.

3

OPERATIONS REQUIREMENTS (OR)

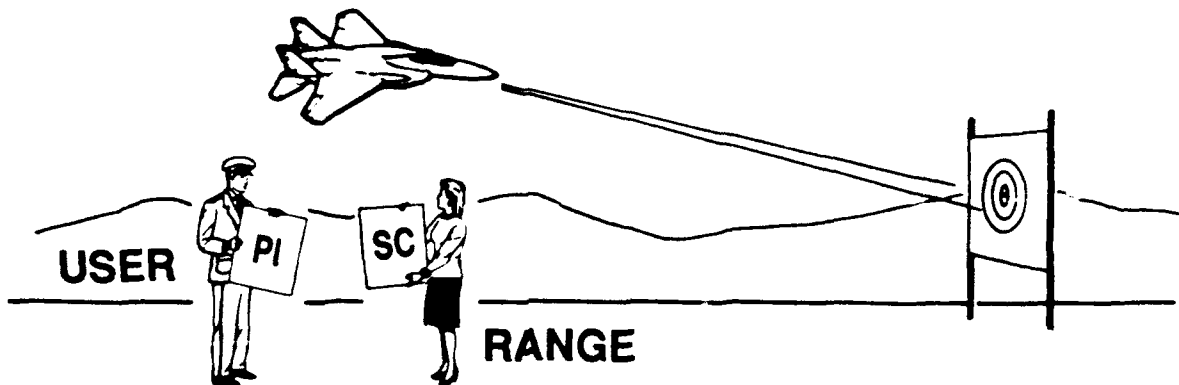
THE OR IS A MISSION-ORIENTED DOCUMENT THAT DESCRIBES THE SPECIFIC REQUIREMENTS FOR EACH MISSION, SPECIAL TEST, OR SERIES OF TEST IN DETAIL. IT IS PREPARED BY THE USER.



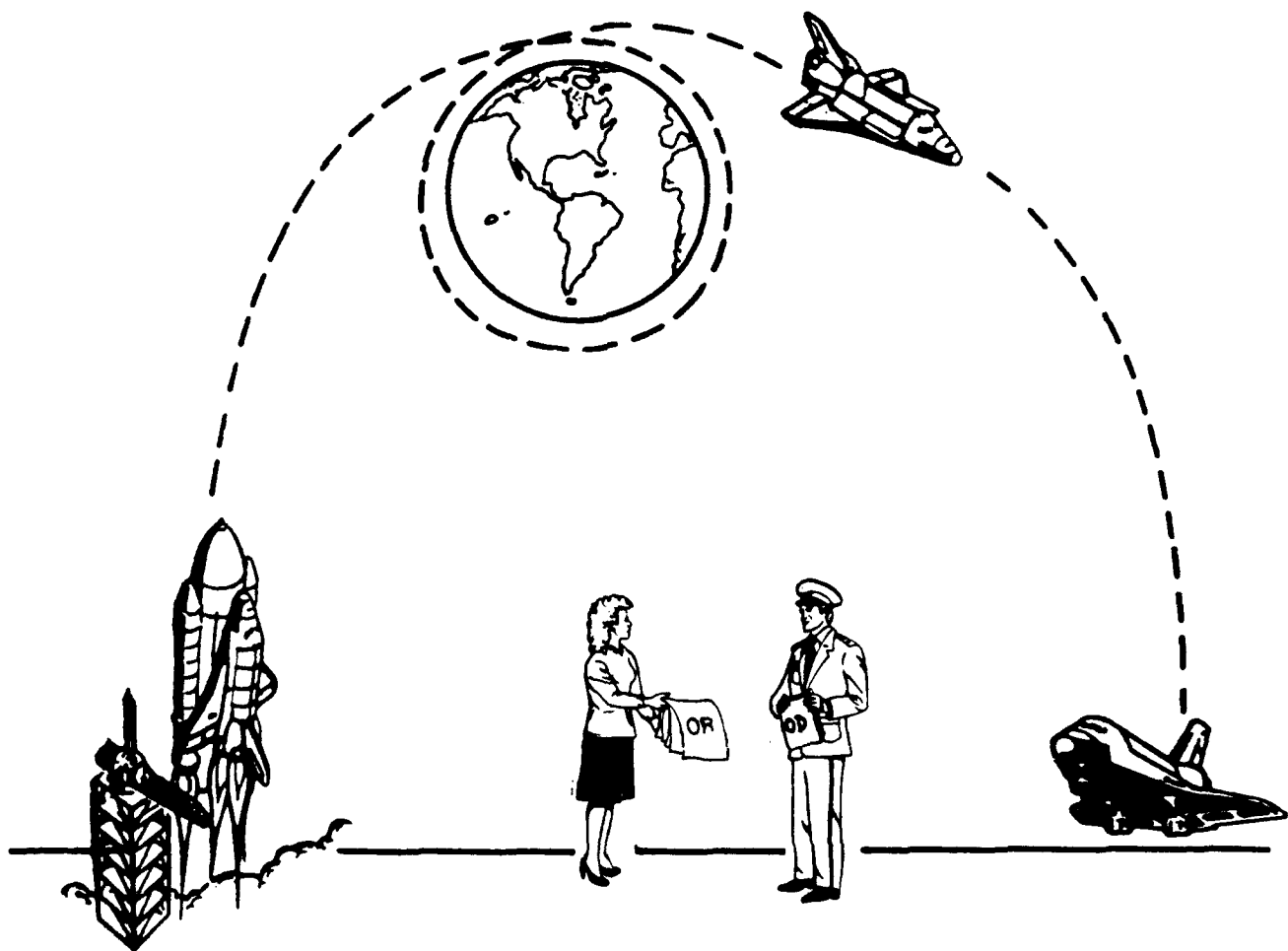
OPERATIONS DIRECTIVE

THE OD IS THE RANGE'S RESPONSE TO THE OR AND IS A DETAILED PLAN FOR IMPLEMENTATION OF SUPPORT FUNCTIONS FOR A SPECIFIC TEST OR SERIES OF TESTS.

NOTE: IT IS NOT NECESSARY TO USE ALL THREE LEVELS OF DOCUMENTATION. WITH SIMPLE, SHORT-TERM TESTS, LEVELS ONE AND THREE MAY BE SUFFICIENT. HOWEVER, FOR COMPLEX, LONG LEAD-TIME PROGRAMS, ALL THREE LEVELS MAY BE REQUIRED. DISCUSS THIS WITH THE RANGE.

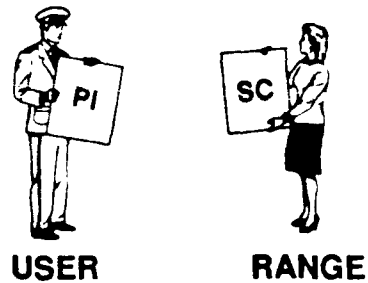


THE UDS PROVIDES A STANDARDIZED APPROACH TO BOTH SIMPLE AND COMPLEX PROGRAMS USING A MANUAL OR AN ELECTRONICALLY TRANSMITTABLE FORMAT.

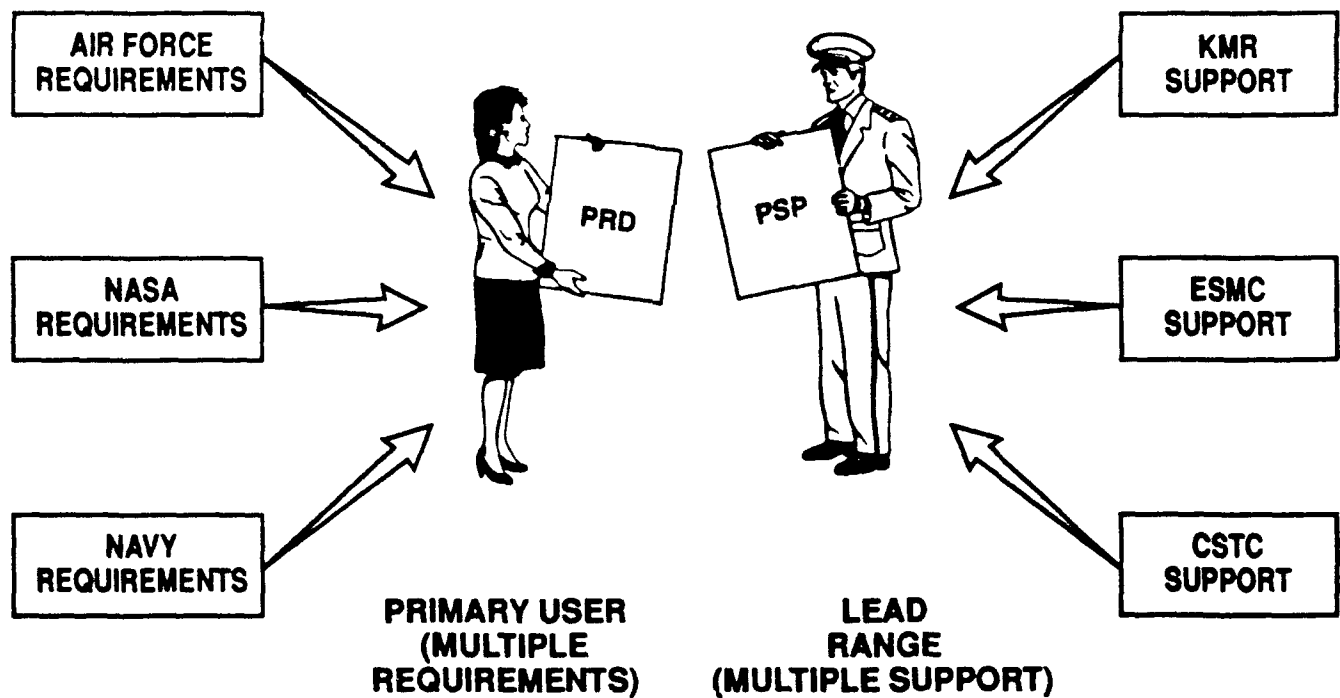


UDS FLEXIBILITY

SINGLE USER / SINGLE SUPPORT RANGE

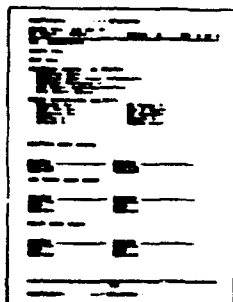


MULTIPLE USERS / MULTIPLE RANGES

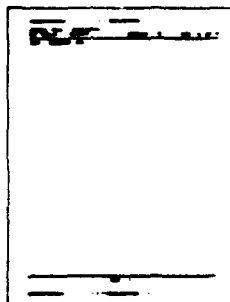


DOCUMENTATION FLEXIBILITY

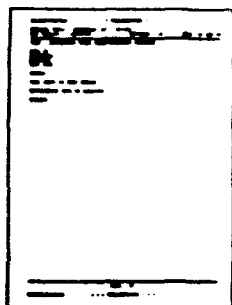
INDIVIDUAL DOCUMENTS



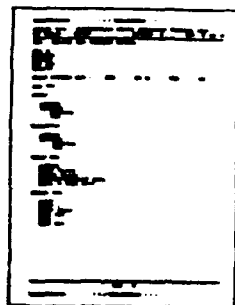
PI



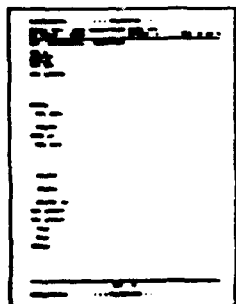
SC



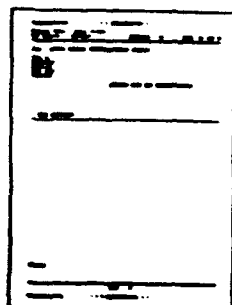
PRD



PSP

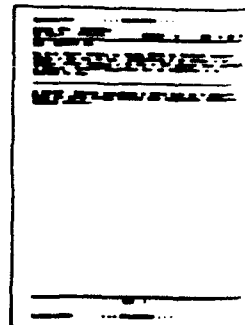


OR

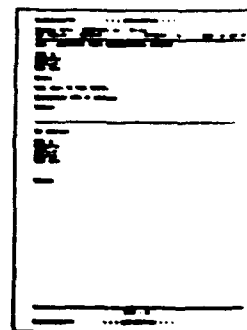


OD

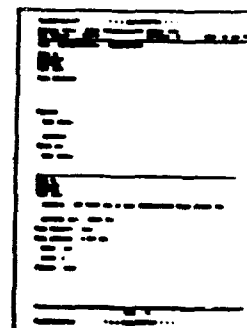
COMBINED DOCUMENTS



PI/SC



PRD/PSP

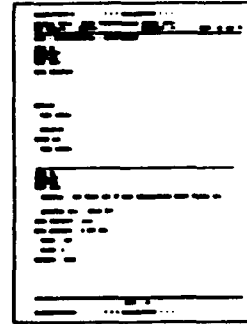
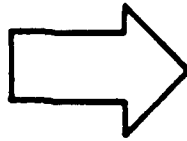
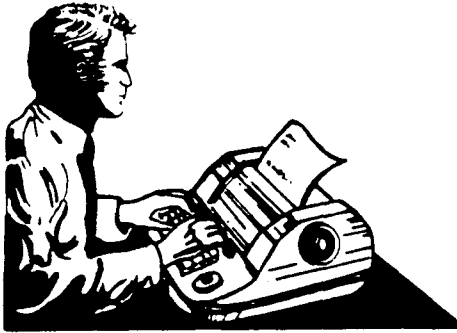


OR/OD

NOTE: COMBINED DOCUMENTS ARE EXAMPLES AND ARE NOT ALL INCLUSIVE.

PROCESSING FLEXIBILITY

MANUALLY PROCESSED DOCUMENTS

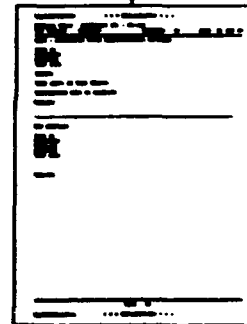


FILL IN THE BLANKS BY TYPEWRITER

ELECTRONICALLY PROCESSED DOCUMENTS



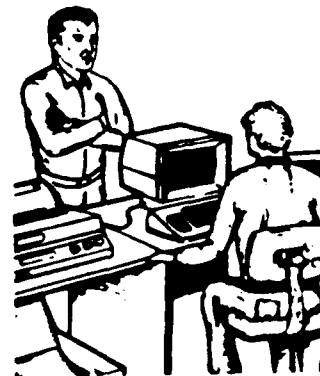
FILL IN THE BLANK FORMATS
BY WORD PROCESSOR



ELECTRONICALLY PROCESSED/TRANSMITTED DOCUMENTS



MODEM FILE TRANSFER
OF ENTIRE DOCUMENT



REQUIREMENTS CHECKLIST

WITH ITS TWO MAJOR SECTIONS OF INFORMATION

- 1) Program, Administrative, & Technical Information
(Formats 1000-1999)
- 2) Test/Mission Operational Requirements
(Formats 2000-6999)

THE UDS PROVIDES A *CHECKLIST* TO ASSURE THAT ALL SUPPORT AREAS ARE ADDRESSED.

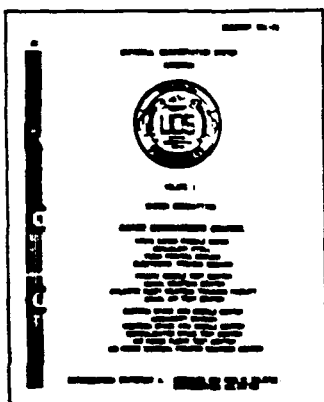
The image displays two side-by-side copies of the UDS Requirements Checklist. Each form is a checklist with multiple sections and items, some of which are marked with checkmarks. The forms are titled "REQUIREMENTS CHECKLIST" and contain various sub-sections and checkboxes. The left form is titled "REQUIREMENTS CHECKLIST" and the right form is titled "REQUIREMENTS CHECKLIST". Both forms have a header section with "CLASSIFICATION:" and "FORM TITLE:" fields. The main body of each form consists of a list of items, each preceded by a checkbox. Some items are checked, while others are not. The forms are organized into sections, with some sections having a title and others being a continuous list of items. The forms are printed on a grid background.

RANGE COMMANDERS COUNCIL UNIVERSAL DOCUMENTATION SYSTEM

The Documentation Group of the Range Commanders Council has prepared the documents shown below. They describe in detail the three levels of the Universal Documentation System and are identified as RCC Document 501 series. They may be obtained from any Range or from

Secretariat, Range Commanders Council
ATTN: STEWS-SA-R
White Sands Missile Range, NM 88002

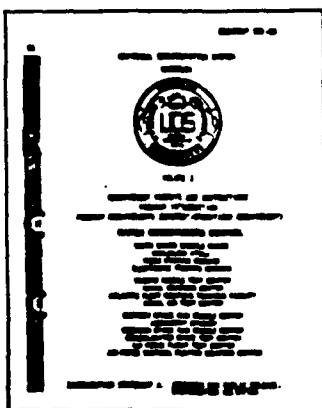
In addition, 5 1/4 inch, MS/PC DOS-formatted disks containing ASCII files of the UDS volumes are available from the Council Secretariat or any Range.



VOLUME 1

System Description

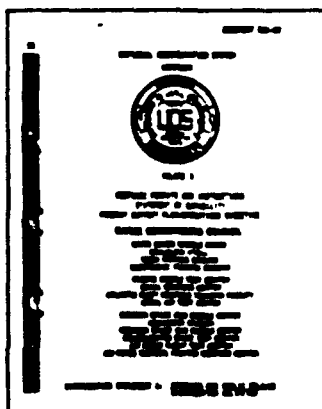
- Organization and Structure
- Document Preparation Procedures
- Examples
- List of Subscribing Ranges



VOLUME 2

Requirement Formats and Instructions

- Program Introduction
- Program Requirements Document
- Operations Requirements



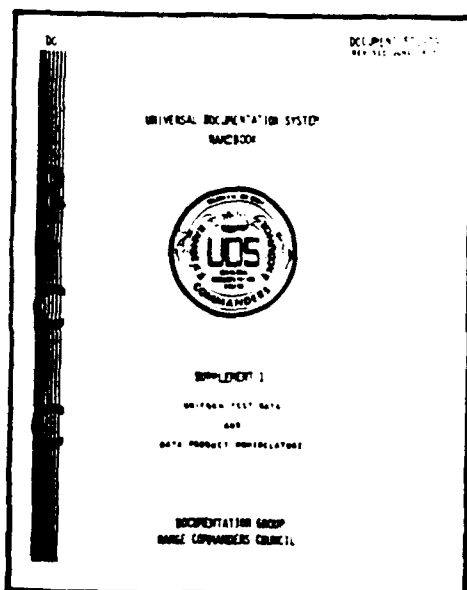
VOLUME 3

Response Formats and Instructions

- Statement of Capability
- Program Support Plan
- Operations Directive

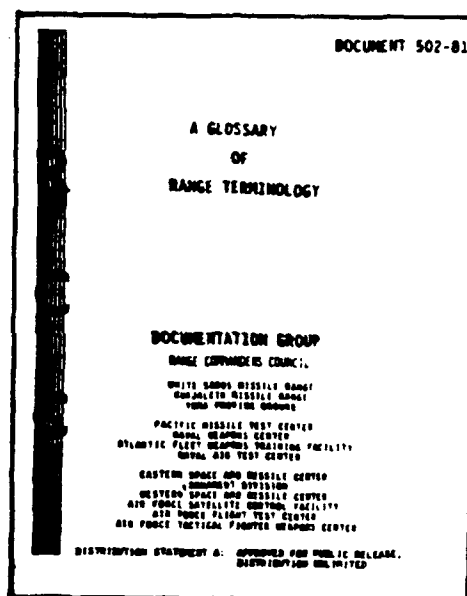
UDS SUPPLEMENTS

IN ADDITION, THE FOLLOWING DOCUMENTS
SUPPLEMENT THE THREE-VOLUME UDS AND
PROVIDE FURTHER UNIFORM PROCEDURES AND
SPECIFIC RANGE-ORIENTED INFORMATION.



**RCC DOCUMENT 501-79
Supplement 1:**

**"Uniform Test Data
and
Data Product Nomenclature"**



RCC DOCUMENT 502-81

**"A Glossary
of
Range Terminology"**

UDS IS A KEY FACTOR FOR PROGRAM SUCCESS.

IT

- 1. PROVIDES A PLANNING CHECKLIST**
- 2. PROVIDES DATA FOR ESTIMATING COSTS**
- 3. IDENTIFIES ALL REQUIREMENTS**
- 4. FORMALIZES USER AND RANGE COMMITMENTS**

